

September 18, 2001

E-mail Sent to Line/Staff Offices in Regards to Convenience Checks:

As required by Treasury Regulations, cash held in imprest funds must be eliminated by October 1, 2001. Because of this requirement, the Finance Office is establishing procedures for the imprest fund cashier in the Silver Spring Metro Center Complex to issue convenience checks to provide international invitational travelers (IITs) with travel advances. These new procedures require Line/Staff Offices to designate an employee who will obtain a convenience check from the imprest fund cashier and cash it at the DOC Federal Credit Union.

Attached are procedures to obtain IIT advances and for the DOC Federal Credit Union to provide convenience check cashing services. Please review these procedures and provide the name of an employee who will conduct these transactions, if you want to participate. We need the name by close of business Friday, September 21, 2001 in order to implement the program by October 1, 2001.

We are also negotiating with Treasury on using U. S. Debit Cards as another alternative for international invitational travel advances. As soon as the procedures are drafted, we will send you a copy for review and comment.

Please contact Lois Coleman or Frank Grenci at (301) 413-8591 with any questions concerning these procedures.

LINE/STAFF OFFICE
PROCEDURES FOR CASHING CONVENIENCE CHECKS
FOR
INTERNATIONAL INVITATIONAL TRAVELER'S

Effective October 1, 2001

1. All Line and Staff Offices that anticipate having international invitational travelers will authorize a point of contact (POC) to process requests for advances and cash the convenience check(s) at the Department of Commerce Federal Credit Union (DOCFCU). This listing will be provided to the Imprest Fund cashier and the DOCFCU to ensure that only authorized personnel receive and cash convenience checks.
2. The office requesting the international invitational travel advance will prepare a Travel Authorization (Form CD-29) and a Request for an Advance (Form CD-369).
3. The signed Request for an Advance and Travel Authorization will then be taken to the Imprest Fund Cashier in the Silver Spring Metro Center Complex who will issue the advance, in the form of a convenience check to the authorized employee. The Imprest Fund Cashier will **not** issue convenience checks to anyone other than an authorized employee. The Imprest Fund Cashier will only issue convenience checks for providing advances to international invitational travelers.
4. The Imprest Fund Cashier will sign the Travel Advance (to indicate payment), note that the advance was paid by convenience check, attach it to the Travel Authorization and forward both documents to the Accounting Operations Division, Travel and Transportation Team.
5. The authorized employee then has the option to go to the DOCFCU in SSMC II, room 9174 to cash the convenience check(s). The DOCFCU will **not** cash convenience checks for anyone other than an authorized employee.
6. Employees providing cash to an international invitational traveler should always get a signed receipt for the cash given to the traveler.
7. The DOCFCU will **not** provide any other service(s) to the authorized employee other than cashing the convenience check. If it is necessary to mail the advance to the traveler, money orders or Traveler's Checks will have to be purchased from another vendor.
8. Notification for the need to cash convenience checks that total \$10,000 or more, in one week,

must be given to the DOCFCU at least 1 week in advance of the date that the cash is needed at the DOCFCU by the authorized employee.

9. Cashing convenience checks will not affect the authorized employee's personal credit union account.

10. The hours of operation for the Imprest Fund after October 1, 2001 will be:

Tuesday	9:00 - 11:00 am
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Thursday	9:00 - 11:00 am
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